

HR 3 Analyst Job Posting

Come be part of an agency that is dedicated to transforming and improving the lives of families and children in the state of Tennessee. The Department of Human Services (TDHS) - guided by our mission of offering temporary economic assistance, work opportunities, and protective services to improve the lives of Tennesseans, - is effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Department is responsible for administering numerous services throughout Tennessee, including Families First, the State's Temporary Assistance for Needy Families (TANF) program, Food Stamps (now known as the Supplemental Nutrition Assistance Program or SNAP), Child Support, Child Care Licensing, Child Care Assistance, Adult Protective Services, and Rehabilitation Services. With 133 office locations, TDHS is one of the few state agencies with offices in all 95 counties.

To partner with us in providing outstanding human resources and customer service to our staff, the agency is seeking to fill three (3) HR Analyst 3 positions for our Davidson County office. These Analysts will be responsible for over-seeing HR functions and supervising several state office analysts and field analysts. Some travel may be required. The posting will run from **April 13, 2016 - April 19, 2016.**

The three (3) Analyst positions consists of the following areas of expertise:

Time and Labor HR Analyst 3- this position will perform and supervise duties pertaining to FMLA, payroll, insurance imputing timesheets and managing exceptions as well as payable time.

Transactions HR Analyst 3- this position will perform duties and supervise transactions pertaining to the hiring and onboarding process, and imputing transactions to update information pertaining to the employee.

HR Liaison HR Analyst 3- this position will be responsible for coordinating the agency Employee Suggestion Program, maintaining the agency knowledge and skill database, coordinating the agency charitable giving campaign and agency blood drives. This position will interact with all levels of the agency. This will involve written communications and presentations.